

Budget Review Workshop Meeting

June 09, 2020

The Emmett City Council held a budget workshop meeting at 501 E. Main Street, Emmett, Idaho.

Mayor Petrie called the meeting to order at 5:30 p.m.

Council Present: Councilor Denise Sorenson

Council Present via telephone: Council President Steve Nebeker, Councilor Tona Henderson, Councilor Michelle Welch, Councilor Gary Resinkin. Absent - Thomas Butler

Staff Present: Lyleen Jerome, Mike Knittel, Stephanie Johnson

Staff present via telephone: Brian Sullivan, Curt Christensen, Alyce Kelley, Steve Kunka, Mike Knittel, Clint Seamons

Public Present via telephone: None

Fiscal Year 2020/2021 Budget

City Clerk Lyleen Jerome presented each section of the expense and revenues of the balanced budget for each of the departments. Any questions that were presented from the Council to department heads were addressed.

Councilor Henderson made a MOTION TO ADJOURN. Seconded by Councilor Sorenson. Motion Carried.

Meeting adjourned at 6:23p.m.

Mayor Gordon Petrie

City Clerk Lyleen Jerome

City of Emmett Council Meeting

June 9, 2020

The Emmett City Council held a regular meeting at 501 E. Main Street, Emmett, Idaho.
Mayor Gordon Petrie called the meeting to order at 7:00p.m.
Mayor Gordon Petrie led the **Pledge of Allegiance**
Hugh Orr offered the **Community Invocation**

Council Present: Councilor Denise Sorenson, Councilor Gary Resinkin

Council Present via telephone: Council President Steve Nebeker, Councilor Tona Henderson, Councilor Michelle Welch, Councilor Thomas Butler

Staff Present: Lyleen Jerome, Mike Knittel, Stephanie Johnson

Staff present via telephone: Brian Sullivan, Curt Christensen, Alyce Kelley, Steve Kunka, Mike Knittel, Clint Seamons

Public Present via telephone: None

Amendments to the Agenda: None.

Council President Nebeker made a MOTION TO APPROVE THE AGENDA. Seconded by Councilor Henderson. 6 – AYES, 0 – NOES. Motion Carried.

Declaration of Conflicts of Interest: None

Declaration of Council Members' Discussion Outside an Open Meeting: None

ELECTED OFFICIALS:

- A. Mayor
- B. City Council
- C. Announcements and Good of the Order

CONSENT AGENDA:

A. Approval of Minutes – May 26th, 2020 Regular Meeting

B. Approval of Accounts Payable.

Councilor Henderson made a MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED. Seconded by Councilor Welch. AYES -6, NOES - 0. Motion Carried.

NON-CONSENT AGENDA

BUSINESS:

A. Brian Sullivan, Building/Zoning Administrator requested approval Ordinance #O2020-09 -AN ORDINANCE OF THE CITY OF EMMETT, IDAHO; AMENDING TITLE 4, CHAPTER 3 GARBAGE AND REFUSE, TO UPDATE AND DEFINE PROCEDURES FOR DISPOSAL AND COLLECTION OF GARBAGE AND REFUSE; AND SETTING AN EFFECTIVE DATE **Council President Nebeker made a MOTION TO APPROVE ORDINANCE #O2020-09 AND TO DISPENSE WITH THE RULE REQUIRING ORDINANCES TO BE READ ON THREE SEPARATE DAYS AND ONCE IN FULL AND THAT THE ORDINANCE BE READ ONCE BY TITLE. Seconded by Councilor Henderson. ROLL CALL VOTE. COUNCIL PRESIDENT NEBEKER – AYE, COUNCILOR HENDERSON – AYE, COUNCILOR – RESINKIN – AYE, COUNCILOR SORENSON – AYE, COUNCILOR WELCH – AYE, COUNCILOR BUTLER – AYE. Motion Carried. Councilor Henderson made a MOTION TO ACCEPT THE FIRST AND ONLY READING OF ORDINANCE #O2020-09, DIRECT THE MAYOR TO SIGN AND DIRECT THAT IT BE PUBLISHED BY SUMMARY. Seconded by Councilor Sorenson. ROLL CALL VOTE. COUNCIL PRESIDENT NEBEKER – AYE, COUNCILOR HENDERSON – AYE, COUNCILOR – RESINKIN – AYE, COUNCILOR SORENSON – AYE, COUNCILOR WELCH – AYE, COUNCILOR BUTLER – AYE. Motion Carried.**

B. Brian Sullivan, Building/Zoning Administrator requested approval of the Subdivision Plat for Saw Mill Subdivision. **Council President made a MOTION TO APPROVE THE SUBDIVISION PLAT FOR SAW MILL SUBDIVISION WITH STAFF RECOMMENDATIONS OF 10 COMPLY WITH ALL FINAL PLAT REVIEW COMMENTS. 2) ALL REVIEW FEES FROM COUNTY SURVEYOR BEING PAID PRIOR TO SIGNING THE MYLAR. 3) SUBMIT TWO (2) PAPER COPIES AND 1 DIGITAL COPY OF THE FINAL PLAT TO THE ZONING DEPARTMENT FOR REVIEW PRIOR TO PRINTING THE MYLAR. 4) FINAL PLAT MUST BE RECORDED WITHIN 1 YEAR OF WRITTEN APPROVAL UNLESS AN EXTENSION IS REQUESTED AND GRANTED BY THE CITY. 5) THE APPLICANT IS TO FOLLOW ALL RECORDING REQUIREMENTS AS OUTLINED IN ECC 10-2-4K. 6) WITHIN TEN (10) DAYS OF RECORDING THE FINAL PLAT, NEW DEEDS AND LEGAL DESCRIPTIONS FOR LOTS 1-2 SHALL BE PREPARED AND RECORDED IN GEM COUNTY RECORDER'S OFFICE. Seconded by Councilor Welch. Roll Call Vote. ROLL CALL VOTE. COUNCIL PRESIDENT NEBEKER – AYE, COUNCILOR HENDERSON – RECUSED, COUNCILOR – RESINKIN – AYE, COUNCILOR SORENSON – AYE, COUNCILOR WELCH – AYE, COUNCILOR BUTLER – AYE. Motion Carried.**

C. Curt Christensen, Fire Chief requests approval of the 2020 Operating Plan for Cooperative Fire Protection Between Snake River Valley Fire Chiefs Association and USDI, Bureau of Land Management. **Councilor Henderson made a MOTION TO APPROVE THE 2020 OPERATING PLAN FOR COOPERATIVE FIRE PROTECTION BETWEEN SNAKE RIVER VALLEY FIRE CHIEFS ASSOCIATION AND USDI, BUREAU OF LAND MANAGEMENT WITH THE MAYOR AND THE CHIEF TO SIGN. Seconded by Councilor Butler. ROLL CALL VOTE. COUNCIL PRESIDENT NEBEKER – AYE, COUNCILOR HENDERSON – AYE, COUNCILOR – RESINKIN – AYE, COUNCILOR SORENSON – AYE, COUNCILOR WELCH – AYE, COUNCILOR BUTLER – AYE. Motion Carried.**

City of Emmett Council Meeting

June 9, 2020

D. Steve Kunka, Police Chief requests approval of the updated Copier Lease Agreement with Valley Office Systems. Council President made a **MOTION TO APPROVE THE UPDATED COPIER LEASE AGREEMENT WITH VALLEY OFFICE SYSTEMS AND THE MAYOR TO SIGN**. Seconded by Councilor Henderson– **ROLL CALL VOTE. COUNCIL PRESIDENT NEBEKER – AYE, COUNCILOR HENDERSON – AYE, COUNCILOR – RESINKIN – AYE, COUNCILOR SORENSON – AYE, COUNCILOR WELCH – AYE, COUNCILOR BUTLER – AYE.** Motion Carried.

DEPARTMENT/ACTIVITY REPORTS

- A. **Building Official/City Planner** – Director Brian Sullivan – No report
- B. **City Clerk** – Lyleen Jerome – Gave the April Financial report
- C. **Fire** – Chief Curt Christensen – No report
- D. **Library** – Director Alyce Kelley – No report
- E. **Police** – Chief Steve Kunka – No report
- F. **Public Works** – Director Clint Seamons – No report
- G. **Systems Administrator** – Director Mike Knittel – No report.
- H. **Engineer**

Councilor Henderson made a MOTION TO ADJOURN. Seconded by Councilor Sorenson. 6 – AYES, 0 – NOES. Motion Carried.

Meeting Adjourned at 7:48 p.m.

Mayor Gordon Petrie

Lyleen Jerome, City Clerk

Plan Effective Date: 7/1/2020

Proposal Prepared for: City of Emmett
 Number of employees: 71
 City, State: Emmett, ID

Prepared by: Eric Jones

Plan Selected: Group Term Life

Date Prepared: 6/10/2020
 Quote Expires: 9/8/2020

Rate Information

Basic Coverage	Lives	Monthly Rate	Volume (000s)	Monthly Premium
Life	71	0.192 per \$1,000 of coverage	3,533	\$678.24
Total Monthly Premium:				\$678.24
Total Annual Premium:				\$8,138.88

The rates above are for the plan(s) described in this proposal, subject to the conditions specified. Rates are based on information entered on the quote input screen and final rates may differ if the information changes.

Proposed Plan - Basic

Employee Coverage - The benefit is a guaranteed issue amount of \$50,000.

Built-in Benefits

Two Year Rate Guarantee

Employee Assistance Program

- Provides professional counseling and referral services to help employees with personal and family issues and work/life balance to all employees with GTL coverage. Also includes Life Planning Financial and Legal Services to a terminally ill employee or spouse or designated beneficiaries of an employee or spouse.

Portability

- Employees may continue coverage when the employee leaves his job, reduces hours below the minimum required or retires.
- All ported insurance will move to special ported rate tables.
- Evidence of insurability is required at time of port.

Conversion

- Right to convert to an individual level premium whole life plan then in use by us without proof of good health.

Accelerated Death Benefit

- An insured can advance up to 75% of their death benefit to a maximum of \$150,000 if diagnosed with a terminal illness and given 12 months or less to live.
- Benefit amount discounted for 12 months.

Eligibility Guidelines

All active employees working a minimum of 20 hours or more per week on a regular basis.

Participation Requirements (Basic only): Greater of 10 lives or 100%. For 71 eligible lives, the minimum participation is 71 enrolled employees. This participation requirement must be maintained to keep the plan in force.

Group Term Life Exclusions

Insurance delayed for employees not in active employment because of injury, sickness, temporary layoff, or leave of absence on date of insurance otherwise effective.

24 month suicide exclusion applies to initial amounts of insurance and any increases.

Benefit Reduction Due to Age

When an employee turns 70, coverage reduces to 65% of the face amount in effect just prior to age 70.
When an employee turns 75, coverage reduces to 50% of the face amount in effect just prior to age 70.
Policies issued to individuals over age 70 initially are automatically reduced in accordance with the schedule above.

Premiums

Employer (Basic) premiums are based on the composite rate for the group.

Annual Earnings

Annual earnings means your gross annual income from your employer in effect just prior to the date of loss. It includes your total income before taxes, but does not include deductions made for pre-tax contributions to a qualified deferred compensation plan, Section 125 plan, or flexible spending account. It does not include income received from commissions, bonuses, overtime pay, any other extra compensation from this employer, or income received from sources other than your employer.

Important Notice

This quote is based on the data provided and is guaranteed for 90 days. If the ZIP code, industry or case size is different at enrollment time, these rates may not apply. Cost and rates for the employees to be insured under this plan on the effective date must be approved and accepted by Colonial Life's home office.

The proposal is intended to explain the Group Term Life plan. It does not constitute the contract. If this proposal is accepted, a contract outlining the coverage will be issued. Any discrepancies between this proposal and the contract will be resolved by the wording contained in the contract.

Provisions shown are based on the home office state of the employer (ID). Applicable to policy form GTL1.0-P-ID and certificate GTL1.0-C-ID. If any differences are required, the insureds' certificates will be based on the state in which they work.

This quote tool is intended for proposal use with employers. Colonial Life products are underwritten by Colonial Life & Accident Insurance Company, for which Colonial Life is the marketing brand. Colonial Life is a registered service mark of Colonial Life & Accident Insurance Company.

Colonial Life is committed to helping working Americans and their families minimize personal financial risk with a comprehensive offering of voluntary benefits through the workplace. Colonial Life compensates producers to facilitate the sale and delivery of these valuable benefits. This compensation might include commissions as well as various incentives and awards.

We support disclosure of compensation programs for our products, and your benefits counselor can provide you with complete information about these programs. You may also learn additional information about our compensation programs by contacting our Plan Administrator Service Center at 1-800-256-7004.

Plan Effective Date – Actively at Work Employees – Existing coverage is transferred on a “no loss – no gain” basis. This means that an employee or participant will not be penalized or lose the benefits/provisions already attained before switching insurance carriers, nor will they gain any additional benefits/provisions for which they have not yet satisfied the requirements or are not yet eligible for.

Plan Effective Date – Disabled Employees – Employees who are away from work due to a disability who are not covered under a prior carrier's premium waiver feature may have existing coverage transferred on a “no loss – no gain” basis. To do this Colonial Life requires the receipt of a list of disabled employees. This list should include life coverage amount, date of birth, sex and disability reason. Based on the review of this list Colonial Life reserves the right to make adjustments to the proposal.

Important Notice, cont.

Newly Eligible Employees – If ill or injured, and away from work on the date that coverage would become effective, the effective date of coverage is delayed until the employee returns to full-time work for one full day.

Home Office Notes

Industry Selections	Public Sector	Municipal Govt
ZIP Code	83617	GENERAL GOVERNMENT, N.E.C.
Case Size	71	9199

Plan Effective Date: 7/1/2020

Proposal Prepared for: City of Emmett
 Number of employees: 71
 City, State: Emmett, ID

Prepared by: Eric Jones

Plan Selected: Group Term Life, Spouse Coverage, Dependent Children Coverage

Date Prepared: 6/10/2020
 Quote Expires: 9/8/2020

Rate Information

Voluntary Coverage

All Rates listed are Monthly per \$1,000 of coverage

Age-band	Employee		Spouse	Dependent Children
	Non-tobacco	Tobacco	Uni-tobacco	Unit
0-24	0.102	0.127	0.061	0.320
25-29	0.104	0.128	0.078	0.320*
30-34	0.131	0.163	0.112	*Dependent children coverage is available up to age 26.
35-39	0.179	0.233	0.170	
40-44	0.265	0.365	0.258	
45-49	0.418	0.576	0.397	
50-54	0.616	0.904	0.588	
55-59	0.933	1.237	0.850	
60-64	1.326	1.699	1.154	
65-69	1.890	2.338	1.666	
70-74	3.576	4.388	3.150	
75+	11.167	12.762	9.739	

The rates above are for the plan(s) described in this proposal, subject to the conditions specified. Rates are based on information entered on the quote input screen and final rates may differ if the information changes.

Proposed Plan - Voluntary

Employee Coverage - Benefits available in \$1,000 increments from a minimum of \$10,000 to a maximum of \$300,000, subject to an individual's maximum of 5.0x salary.

Spouse Coverage - Benefits available in \$1,000 increments from a minimum of \$5,000 to a maximum of 100% of the employee amount.

Dependent Children Coverage - Benefits available in \$1,000 increments to a maximum of \$10,000. The maximum benefit payable to children less than 6 months of age is \$1,000 regardless of the benefit amount purchased. One rate covers all children in the same family.

Built-in Benefits

Two Year Rate Guarantee

Employee Assistance Program

- Provides professional counseling and referral services to help employees with personal and family issues and work/life balance to all employees with GTL coverage. Also includes Life Planning Financial and Legal Services to a terminally ill employee or spouse or designated beneficiaries of an employee or spouse.

Portability

- Employees and their spouse and dependent children may continue coverage when the employee leaves his job, reduces hours below the minimum required or retires.
- All ported insurance will move to special ported rate tables.
- Evidence of insurability is required at time of port.

Conversion

- Right to convert to an individual level premium whole life plan then in use by us without proof of good health.

Accelerated Death Benefit

- An insured can advance up to 75% of their death benefit to a maximum of \$150,000 if diagnosed with a terminal illness and given 12 months or less to live.
- Benefit amount discounted for 12 months.

Eligibility Guidelines

All active employees working a minimum of 20 hours or more per week on a regular basis.

Eligible spouses and dependent children (up to age 26) also qualify for coverage if employee purchases coverage.

Coverage may be delayed for spouses and dependent children if they are totally disabled. Being totally disabled includes being cognitively impaired, confined in a hospital or similar institution, or the existence of any life threatening conditions.

Participation Requirements: Greater of 10 lives or 20%. For 71 eligible lives, the minimum participation is 15 enrolled employees. This participation requirement must be maintained to keep the plan in force.

Guaranteed Issue at Initial Enrollment only

\$100,000 for Employees

\$25,000 for Spouses

\$10,000 for Dependent Children

*Amounts above Guaranteed Issue, up to the plan maximum, are available with evidence of insurability.***Group Term Life Exclusions**

Insurance delayed for employees not in active employment because of injury, sickness, temporary layoff, or leave of absence on date of insurance otherwise effective.

24 month suicide exclusion applies to initial amounts of insurance and any increases.

Spouses and dependent children are eligible to apply for coverage under guaranteed issue at the initial enrollment, but their coverage will not be effective if they are totally disabled. Being totally disabled includes being cognitively impaired, confined in a hospital or similar institution, or the existence of any life threatening conditions. The inability to work does not determine total disability. The employee can pay premiums on insurance for their dependents with no health questions asked; however coverage is not effective until they are no longer totally disabled.

Benefit Reduction Due to Age

When an employee turns 70, coverage reduces to 65% of the face amount in effect just prior to age 70.
When an employee turns 75, coverage reduces to 50% of the face amount in effect just prior to age 70.
Policies issued to individuals over age 70 initially are automatically reduced in accordance with the schedule above.

Spouses experience the same reduction schedule, but it is based on the spouse's age.

Premiums

Employee and spouse initial premiums are based on current age and will change as the insureds age, based on five-year age bands. Dependent children premiums are based on the cost of coverage for one child, regardless of the number of children insured.

Annual Earnings

Annual earnings means your gross annual income from your employer in effect just prior to the date of loss. It includes your total income before taxes, but does not include deductions made for pre-tax contributions to a qualified deferred compensation plan, Section 125 plan, or flexible spending account. It does not include income received from commissions, bonuses, overtime pay, any other extra compensation from this employer, or income received from sources other than your employer.

Important Notice

This quote is based on the data provided and is guaranteed for 90 days. If the ZIP code, industry or case size is different at enrollment time, these rates may not apply. Cost and rates for the employees to be insured under this plan on the effective date must be approved and accepted by Colonial Life's home office.

The proposal is intended to explain the Group Term Life plan. It does not constitute the contract. If this proposal is accepted, a contract outlining the coverage will be issued. Any discrepancies between this proposal and the contract will be resolved by the wording contained in the contract.

Provisions shown are based on the home office state of the employer (ID). Applicable to policy form GTL1.0-P-ID and certificate GTL1.0-C-ID. If any differences are required, the insureds' certificates will be based on the state in which they work.

Where used, the term spouse also includes a legally separated spouse. You may not cover your spouse if your spouse is enrolled for coverage as a named insured.

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Colonial Life is committed to helping working Americans and their families minimize personal financial risk with a comprehensive offering of voluntary benefits through the workplace. Colonial Life compensates producers to facilitate the sale and delivery of these valuable benefits. This compensation might include commissions as well as various incentives and awards.

We support disclosure of compensation programs for our products, and your benefits counselor can provide you with complete information about these programs. You may also learn additional information about our compensation programs by contacting our Plan Administrator Service Center at 1-800-256-7004.

Plan Effective Date – Actively at Work Employees – Existing coverage is transferred on a “no loss – no gain” basis. This means that an employee or participant will not be penalized or lose the benefits/provisions already attained before switching insurance carriers, nor will they gain any additional benefits/provisions for which they have not yet satisfied the requirements or are not yet eligible for.

Important Notice, cont.

Plan Effective Date – Disabled Employees – Employees who are away from work due to a disability who are not covered under a prior carrier’s premium waiver feature may have existing coverage transferred on a “no loss – no gain” basis. To do this Colonial Life requires the receipt of a list of disabled employees. This list should include life coverage amount, date of birth, sex and disability reason. Based on the review of this list Colonial Life reserves the right to make adjustments to the proposal.

Newly Eligible Employees – If ill or injured, and away from work on the date that coverage would become effective, the effective date of coverage is delayed until the employee returns to full-time work for one full day.

Home Office Notes

Industry Selection:	Public Sector	Municipal Govt
ZIP Code	83617	GENERAL GOVERNMENT, N.E.C.
Case Size	71	9199

2020

Colonial Life

PUBLIC SECTOR UNDERWRITING OFFER

Contact your assigned Underwriting Team members for quotes or assistance relative to the Public Sector Offer.

Individual Accident or Group Accident:

- GI for all base plans and Sickness Hospital Confinement Rider

Group Critical Care:

Group Critical Care limited to \$20k GI in the state of NY.

- GI to **\$30k** maximum benefit for employee
- Greater of **10** enrolled lives or **10%** participation required

Whole Life 5000:

Whole Life 5000 is marketed under "Endowment at Age 100" in the state of NY.

- GI for the employee with the following limits:
 - Employee age 18-50: \$5,000-\$100,000 face amount
 - Employee age 51-60: \$5,000-\$50,000 face amount
 - Employee age 61-79: \$5,000-\$25,000 face amount
- Chronic Care Rider available as GI for employee when provided at the account level
- Greater of five enrolled lives or 20% participation required

Five year rate guarantee available on all plans sold

Participation requirement extended to end of second year enrollment

Must be met to offer new hire GI in future enrollments.

ACCOUNT ELIGIBILITY:

- **New** accounts only
- **25-500** eligible lives
- **50%** POPS required
- Minimum of **two** qualifying products
- Unions; Associations; Non-Profits; State & Federal Government; Corrections; Transit Non-Eligible (*view full list of prohibited markets on rear*)

2020 Public Sector UW Offer

2020 Public Sector UW Offer

TARGET MARKETS:

- City Governments
- City Garbage Collection
- City Health Clinics
- City Judicial System & Courts
- City Parks Department
- City Water & Sewage
- City Utilities
- City Vocational Rehabilitation
- City Welfare
- Head-start Programs
- Housing Authorities
- Community Action Programs
- County Governments
- County Agriculture Departments
- County Garbage Collection
- County Health Centers
- County Water, Sewer & Irrigation
- County Judicial System & Courts
- County Parks & Recreation
- County Welfare Departments
- County Tax Commissions
- County Highway Departments
- K-12 School Districts
- County Health Clinics

PROHIBITED MARKETS:

- Labor Unions
- Associations
- Police Commissions
- Fire Commissions
- Law Enforcement
- First Responder Pension Funds
- Transit Authorities
- US Postal Service
- State Government
- Federal Government
- Sheriff's Department
- State Public Safety
- State Corrections Department
- State Legislature
- State Health Department
- State Housing Department
- State Police
- All other State Agencies
- Non-Profits
- Charitable Organizations
- Religious Organizations
- City/County Jails & Corrections

Contact Underwriting before quoting in any prohibited market. Contact your Risk Manager for any Public Sector account in an industry not specified in either category above.

Dental PPO Plan

Plan	Policy Year Max	Deductible (Only on B & C Services, 3 per family)	Rollover Benefit	Preventive Services (Class A)	Basic Services (Class B)	Major Services (Class C)
1	\$1,000	\$50 / person / policy year	\$200*	100%	60%	40%
4	\$2,000	\$50 / person / policy year	\$400*	100%	80%	50%

*Rollover Benefit: Plan 1 = \$800 max, Plan 4 = \$1600 max. Must have 1 cleaning and 1 exam for the year. Total claims must not exceed annual threshold: Plan 1 = \$500, Plan 4 = \$800.

Class A	Class B	Class C
Preventive Services <ul style="list-style-type: none"> • Routine exams and cleanings (2 per 12 months) - 1 additional cleaning in 2nd or 3rd trimester of pregnancy • X-rays • Children's Services (up to age 14) • Oral Cancer Screening 	Basic Services <ul style="list-style-type: none"> • Full mouth / panoramic x-rays (1 per 5 years) • Simple restorative services (fillings) • Simple extractions • Emergency treatment 	Major Services 12-month waiting period (subject to takeover) <ul style="list-style-type: none"> • Oral surgery & anesthesia • Repair of crown, denture, or bridge • Periodontics (gum treatments) • Endodontics (root canals) • Crowns, bridges, and dentures

Orthodontia Benefit

Max	Co-Insurance	Initial Placement
\$1,000 Lifetime Max	50%	25%

Monthly Rates

	Plan 1	Plan 4	Orthodontia	Vision
Employee	\$29.72	\$33.62	Ages 19 and Under	\$6.25
Employee/Spouse	\$55.66	\$63.53		\$12.35
One-Parent Family	\$71.56	\$79.67	\$7.66	\$13.00
Two-Parent Family	\$105.26	\$117.95	\$9.05	\$20.35

Rates include Rollover benefit

Network

Colonial Life has a PPO network of more than 323,000 access points. In-network dentists are easily located with our online Provider Locator on ColonialLifeDental.com or through our mobile app for iPhone and Android devices. Use the provider locator feature to search for network dentist providers. The provider locator provides a listing of the closest providers to where the member is, as well as directions to the nearest office.

Vision Rider

Benefits	In-Network	Out-of-Network Allowance
Co-pays Exam (Once per 12 months) Materials	\$10 \$25	Up to \$35 See below
Standard Plastic Lenses (Once per 12 months) Single vision Bifocal Trifocal Lenticular Progressive Polycarbonate lenses for dependent children	Covered by co-pay Covered by co-pay Covered by co-pay \$80 allowance \$70 allowance Covered by co-pay	Up to \$25 Up to \$40 Up to \$50 Up to \$50 Up to \$40 N/A
Frames (Once per 12 months) Choose any frame available at provider locations	\$120 allowance	Up to \$50
Contact lenses (Once per 12 months) (Includes fit, follow-up and materials) In lieu of eyeglass lenses and frames <ul style="list-style-type: none"> • Elective • Medically necessary 	\$25 co-pay Up to \$120 allowance Up to \$210 allowance	Up to \$100 allowance Up to \$210 allowance

- Frequency for exams and materials is once per 12 months, per covered person, based on date of service.
- Members may choose different providers for exams and material purchases.

Network

The vision network offers access to convenient quality care with more than 40,000 access points¹, including independent optometrists and retail stores like Walmart, Sam's Club, JCPenney, Target, Costco, America's Best and many more. No claim forms are needed for in-network providers. Using AlwaysAssist.com, and/or the AlwaysAssist mobile app, employees can use the provider locator feature to search for network vision providers. The provider locator provides a listing of the closest providers to where the member is as well as directions to the nearest office.



ZWYGART JOHN
CERTIFIED PUBLIC ACCOUNTANTS

16130 North Merchant Way, Suite 120 ♦ Nampa, Idaho 83687

Phone: 208-459-4649 ♦ FAX: 208-229-0404

Zwygart John & Associates CPAs, PLLC

May 14, 2020

To: The Mayor and City Council
City of Emmett, Idaho
501 E. Main
Emmett, ID 83717

The following represents our understanding of the services we will provide City of Emmett.

You have requested that we audit the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Emmett as of September 30, 2020, and for the year then ended and the related notes, which collectively comprise City of Emmett's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by *the Governmental Accounting Standards Board (GASB)*, issued by the Comptroller General of the United States, require that included supplementary information, such as management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Required Supplementary Information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Budgetary Comparison
- GASB Required Supplementary Pension Information

Supplementary information other than RSI will accompany City of Emmett's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- 1) Combining Schedules.

Auditor Responsibilities

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of City of Emmett's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that *management and those charged with governance* acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;

- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of City of Emmett's basic financial statements. Our report will be addressed to the governing body of City of Emmett. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

We also will issue a written report on in accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Nonattest Services:

With respect to any nonattest services we perform, City of Emmett's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities. The services we will provide are:

- Help in preparation of the financial statements.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Fees and Timing

Jared Zwygart, CPA is the engagement partner for the audit services specified in this letter. Their responsibilities include supervising Zwygart John & Associates CPAs, PLLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to management the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices.
- Significant difficulties, encountered during the audit, if any.
- Uncorrected misstatements, other than those we believe are trivial, if any.
- Disagreements with management, if any.
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process.
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.
- Representations we requested from management.
- Management's consultations with other accountants, if any.
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Zwygart John & Associates CPAs, PLLC's and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulatory agencies pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Zwygart & John & Associates CPAs, PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulatory agency. The regulatory agency may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. We estimate that our fee for the audit will be \$9,100. We will notify you immediately of any circumstances we encounter that could significantly affect this fee. Whenever possible, we will attempt to use City of Emmett's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Zwygart John & Associates CPAs, PLLC

RESPONSE:

This letter correctly sets forth the understanding of City of Emmett.

City of Emmett:

Name: _____

Title: _____

Date: _____



EMMETT PUBLIC WORKS DEPARTMENT

601 East 3rd Street - Emmett, Idaho 83617

Clint Seamons, Public Works Director

Wednesday, June 17, 2020

Mayor, City Council:

I am requesting from City Council a **MOTION to approve Hawthorn Lift Station Addendum in the amount of 26,600.00 with Mayor to sign.**

Attached is the Hawthorn Lift Station Addendum for your review.

Thank you,

Clint Seamons
Public Works Director

AMENDMENT TO OWNER-CONSULTANT AGREEMENT

Amendment No. 1

Background Data:

Effective Date of Owner-Consultant Agreement: July 24, 2019
Effective Date of this Amendment: _____
Owner: City of Emmett, Idaho
Consultant: Keller Associates, Inc.
Project: Emmett Hawthorn Lift Station Improvements
KA # 210022-054

Nature of Amendment:

This amendment modifies the Scope of Work and schedule and defines compensation for services provided under the existing contract agreement between Keller Associates, Inc. ("Consultant") and the City of Emmett ("Owner"), dated July 24, 2019. Any conflicting provisions will be resolved in favor of this Amendment.

Description of Modifications:

The original contract stated that the scope of work and compensation for Final Design, Bidding Support, and Construction Support tasks would be determined in the future. This amendment establishes the scope of work and compensation for these tasks for the project as defined in the recently submitted Preliminary Engineering Report. It is understood that prior to the commencement of the design services, the City will have procured a prepackaged lift station package that will generally contain submersible pumps, internal pipe and valves and electrical and controls components. USEMCO will be the engineer of record for the design of the prepackaged pump station and will be responsible for all design elements associated with the prepackaged system, including any structural, electrical, and controls. The design drawings and specifications will outline site improvements that will involve the placement of the new prepackaged pump station and extension of utilities to and from the new prepackaged lift station. In general, these improvements include repurposing the existing wet well into a new flow through manhole gravity sewer to the new lift station with approximately 20 lineal feet of gravity sewer line and installing approximately 40 lineal feet of pressure sewer line from the lift station to the downstream manhole. Design will also include site electrical for connection to the adjacent power lines and design for a manual connection to a portable generator.

The following scope of services are added to Task 3 (Final Design):

- a. Consultant will prepare 50% and 100% plans, including plan a profile for the new sewer lines and technical specifications (no front end bidding documents) for the improvements outlined in the Description of Modifications section. Consultant will participate in two design review meetings with the City. It is assumed that one of these meetings will occur to review the 50% plans.
 - i. It is assumed that City staff will complete the construction of the new lift station. This construction includes placement of the new package system and connection to the upstream and downstream collections system, repurposing the existing wet well and abandonment of the existing dry well City shall be responsible for the bypass pumping required for construction. Bypass pumping will not be part of Consultant's design deliverables.

- ii. It is assumed the existing wet well can be rehabilitated to a new oversized manhole and will not be demolished.
 - iii. It is assumed the existing pump vault can be abandoned in place.
 - iv. It is assumed no additional predesign or permitting support will be required.
 - v. Plans will establish pipeline size, material, appurtenances, and connections to the existing collection system for both the gravity and pressure sewer lines.
 - vi. It is assumed that the prepackage lift station will furnish and assemble internal mechanical, electrical and controls equipment. Design drawings will be provided for the prepackaged facilities for the purpose of coordination. Consultant may rely on the accuracy of information provided by others.
 - vii. Electrical plans assume reconnection of existing power service to the new pump control panel and new pumps and motors and extending power and signal to/from the level sensors. Electrical plans and specification will include a manual transfer switch wired to a quick connect for a portable generator. It is assumed the wiring and conduit from instrumentation to SCADA panel is included with the design of the prepackage lift station system. Actual SCADA integration and programming will be provided by City's SCADA integrator during construction under a direct contract with the City. City's integrator will indicate desired signals and I/O.
- b. Consultant will submit stamped plans to Idaho Department of Environmental Quality (IDEQ) for agency review. Consultant will respond to IDEQ comments, provide clarification, and revise drawings as required.
- c. *City Responsibilities*
- i. Review and comment on Consultant deliverables in a timely manner, including providing legal and risk assessment review of Contract Documents.
 - ii. Contract with USEMCO who will provide final design services, completed applicable DEQ checklist items pertaining to their design, and respond to DEQ questions pertaining to their design.
- d. *Deliverables*
- i. 50% and 100% plans and specifications.

The Consultant will not provide any services for Task 4 (Bidding Support) since the improvements will be constructed by the City and no bidding process will happen.

The following scope of services are added to Task 5 (Construction Support):

- a. *Consultant responsibilities*
- i. Consultant will provide intermittent observation and construction support. Construction support tasks may include intermittent construction observation, submittal reviews, and/or response to questions regarding design documents. Construction observation support is not intended to be an exhaustive check or a detailed inspection of the Owner's work but rather are to allow the Consultant to

become familiar with the work in progress and to assess, in general, if the work is proceeding in accordance with the contract documents. Based on these observations, the Consultant shall endeavor to guard the Owner against deficiencies in the work. Construction observation services are intended to be supplemental to the similar observations that will be completed by the Owner on a day-to-day basis. In completing these services, it is recognized that the Owner/Contractor are solely responsible for furnishing and performing the work in accordance with the contract documents.

Budget assumes up to three site visits during construction and one site visit during startup of lift station. Owner to coordinate observations with Consultant.

- ii. Overall time and materials budget for Task 5 assumes approximately 40 consultant hours. If additional effort is needed, this will be provided as an additional service. No record drawings or O&M manual support will be furnished by Consultant.

b. City Responsibilities

- i. Owner to install prepackaged lift station including construction of utilities, surface repairs, dewatering, bypass pumping, new sewer lines, including manholes, and site electrical work. Provide construction staking, permitting, traffic control, and other construction related services.
- ii. Secure all permits for construction activities.
- iii. Coordinate with lift station equipment manufacturer.

c. Provide record drawings and operations and maintenance manuals for completed facilities.

d. Deliverables

- iv. Response to RFIs.

Compensation Summary:

Task	Billing Basis	Original Agreement	This Amendment	Total
Task 1: Project Management and Meetings	LS	\$1,600	\$0	\$1,600
Task 2: Preliminary Design	LS	\$16,900	\$0	16,900
Task 3: Final Design	LS	TBD	\$20,400	\$20,400
Task 4: Bidding Support	T&M	TBD	\$0	\$0
Task 5: Construction Support	T&M	TBD	\$6,200	\$6,200
Total		\$18,500	\$26,600	\$45,100

Schedule:


Consultant will work to complete Task 3 within three months of receiving a signed amendment.

All provisions of the Agreement not modified by this or previous amendments remain in effect. In witness thereof, the parties hereto have executed or caused to be executed by their duly authorized officials this Amendment to the Agreement on the respective dates indicated below.

OWNER: CITY OF EMMETT, IDAHO

CONSULTANT: KELLER ASSOCIATES, INC.

Signature: _____
Name: _____
Title: _____
Address: _____
Telephone: _____
Date: _____

Signature:  _____
Name: James Bledsoe
Title: Principal
Address: 131 SW 5th Ave., Suite A
Meridian, Idaho 83642
Telephone: (208) 288-1992
Date: 6/9/2020

City's Strategic Pillars
6/9/2020

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Building/Zoning Department Goal

- Educate staff to obtain intimate knowledge of building and zoning codes. 40%
- Update outdated city ordinances, implement new ordinance-----70% zoning and building only.
- Obtain accessibility inspector certification----40%
- Comprehensive Plan overhaul and revision----
- Digitalize and Organize all building and zoning files----15%

Accomplishments since last report

1. Start reviewing lot sizes for R-2, duplex zone. Would like to reduce the minimum lot size from 8000 down to? Had first and second meeting on this, zoning commission is on board to reduce lot size down to 6000 sq. ft. for a R-2 zone. Will bring back a formal amendment.
2. Start on proposal to adjust/reduce boundaries of the Historic Central Business District for design review.
3. Re-writing Area of Impact Agreement between City of Emmett and Gem County. **Making revision #2**
4. Permits, May 2020: New house = 1. Commercial =, Duplex =, Apartment = - Hangars = 0, Manufactured Home =, Fees Collected: \$ 3130.28
5. Working on Ordinance for Sewer and Water Connections, work performed by City, work performed by person wishing to connect. Draft ord. revisions submitted to Public Works for review, need input from Sewer department on technical terms.
6. Worked on reviewing Final Plat of Harvest Valley subdivision phase 5.
7. Create a Notice and Grievance Procedure for the City in reference to the ADA
8. Review Harvest Valley Sub. Resubmittal of final plat 6/3/2020 Review complete, punch list created.
9. Administrative Lot Split 1014 S. Boise – 2 Lots, Complete

Plan for next 30 days

10. Daily operations, plan reviews, contractor talks, developer talks, etc.
11. Updates to Title 7, water and sewer, city code.
12. Moving forward on updated master pathway plan. Anna is working on final revisions.
13. Review Harvest Valley Sub. Phase #6
14. Work with Code Enforcement to update the "Living or Not Living" in and RV ordinance
15. Working on Addressing Harvest Valley phase 5 and 6
16. Review Legacy Heights and send to packet to Zoning Commission
17. Zoning Applications:
 - Vacation Application- Tentatively scheduled for 7-6-2020, will be live and electronic
 - Preliminary Plat- Legacy Heights E. 12th St. -53 Lots - Tentatively scheduled for 7-6-2020, will be live and electronic
 - Minor Sub Application Review- 2 lots, Saw Mill Subdivision located at recently annexed property on Mill Rd. Council Agenda 6/9/2020
 - Coltrin Minor Sub. – 4 lots Administrative review with final approval to Council, NO Public Hearing

Training

- ***(see attached)***

This report does NOT contain any data required by ordinance or statute...that is covered in a separate report

City's Strategic Pillars
06/19/20

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Clerk's Goals this Budget Year

- Building Department Permitting Module Implementation
- Increase ACH (Direct Pay) 10%
- Accept Credit/Debit Card Payments on ALL Fees
- Deputy Clerk Certifications in PRIMA, AIC, & HR

Expenditures requiring authorization / purpose of expenditure - none
Training - none

Accomplishments since last report

- ACH (Direct Pay) customers 432 in May (increased 6 from April)
- Sent Bond Refinance application to Zions Bank for review
- Budget Talks, with Mayor and Department Managers
- Set budget schedule
- Reinstated late fee charges on utility bills and disconnection of services for non-payment.
- Deputy Clerk trained on bank reconciliation
- Deputy Clerk, and Utility Clerk attended AIC Annual Conference June 10-12 via virtual conference
- 65% Completion of trash receptacle carts Phase 3 to begin July, estimated completion end of August

Plan for next 30 days

- Plan for opening the office with some modifications on July 1st Install protective glass between the customers and employees. Clerk office doors will remain locked with patrons entering one at a time or by appointment. All utility payments will continue to be taken at the slide window to the lobby.
- Arrange council chambers to comply with social distancing requirements of Idaho Rebounds Stage 4- June 13-June 26. Due to equipment limitations we will continue with "Join Me" conference option and Live Stream until July 1st unless we receive a "Stage 5" order.
- Promote ACH (Direct Pay) and increase client participation by 10%
- Records Retention/Destruction Plan
- Cross Train Chief Deputy Clerk on Accounting and Financial Statements
- Update Minutes books and scan to archives file
- Update Ordinance and Resolution Logs
- Set up utility billing to include \$2.31 for new garbage receptacle estimated start date September 1st
- Contact III-A Insurance for premium adjustment amounts
- Review employee life insurance plan, dental plan and vision plan preparing for open enrollment August 1st
- Finalize numbers for 2020-21 Budget year to present to council for acceptance in July

City of Emmett, Idaho

Monthly Financial Report

May 2020

OUR CASH...

Account Balances

GENERAL FUND –	
Cash & Investments	\$ 2.394M

STREET FUND –	
Cash & Investments	\$ 387,265

LIBRARY FUND –	
Cash & Investments	\$ 186,077

CEMETERY FUND –	
Cash & Investments	\$ 102,952

PERPETUAL CARE FUND –	
CASH & INVESTMENTS	\$ 87,530

WATER FUND –	
Cash & Investments	\$ 3.349M
Bond Payment Reserve	\$ 310,311

SEWER FUND –	
Cash & Investments	\$ 4.076M
Bond Payment Reserve	\$ 976,822

SANITATION FUND –	
Cash & Investments	\$ 136,822

TECHNOLOGY FUND	
Cash & Investments	\$ 3,020

BUDGET VS. ACTUAL YEAR TO DATE

GENERAL FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget	\$ 2,639,716	
Revenues to Date	\$ 1,839,342	70%
Expenditures to Date	\$ 1,743,416	66%

Road & STREET FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget	\$ 527,080	
Revenues to Date	\$ 381,206	72%
Expenditures to Date	\$ 263,151	50%

LIBRARY FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget	\$ 249,349	
Revenues to Date	\$ 151,387	61%
Expenditures to Date	\$ 157,280	63%

CEMETERY FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget	\$ 114,879	
Revenues to Date	\$ 84,626	74%
Expenditures to Date	\$ 72,030	63%

WATER FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget	\$ 1,857,300	
Revenues to Date	\$ 1,074,627	58%
Expenditures to Date	\$ 893,168	48%

SEWER FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget	\$ 2,451,800	
Revenues to Date	\$ 1,512,775	62%
Expenditures to Date	\$ 963,721	39%

SANITATION FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget	\$ 565,250	
Revenues to Date	\$ 384,280	68%
Expenditures to Date	\$ 390,551	69%

TECHNOLOGY UTILITY FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget	\$ 0	
Revenues to Date	\$ 3,225	N/A
Expenditures to Date	\$ 0	N/A

SPECIFIC REVENUES COLLECTIONS AT A GLANCE...

PROPERTY TAX COLLECTIONS

Budget	\$ 1,796,097	
Revenues to Date	\$ 1,121,058	62%

STATE SHARED REVENUES COLLECTIONS

Budget	\$ 287,058	
Revenues to Date	\$ 220,939	77%

BUILDING PERMIT REVENUES COLLECTIONS

Budget	\$ 45,000	
Revenues to Date	\$ 54,413	121%

City's Strategic Pillars

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Emmett Fire Department Goals this Budget Year (with percentage of completion to date)

- Work to provide a training area to include a burn building where class A materials can be burnt (0% of completion)
- Provide all equipment necessary to allow for daily mission execution while meeting operational goals. (50% of completion)
- Provide constant, realistic and rigorous training to meet National Professional Development Model. (20% of completion)
- Implement a community based risk program that educates so that in each iteration high standards will be enforced, thus making our community safer. (12% of completion)
- Provide a positive work environment thus keeping well-trained and motivated firefighters for at least five year tours. (50% of completion)

Expenditures requiring authorization from higher and purpose of expenditure

•

No less than Top Ten Accomplishments since last

- Driver training and delivered meals to the elderly x 4 days
- Chief delivered meals x4 days
- Returned phone call regarding fire extinguisher training they figured it out
- Returned phone call Inspection Emmett Wellness Center Completed inspection
- Returned phone call regarding application: applicant lived out of area
- Returned phone call regarding fire hydrant and multi-colors, went and painted for him
- Returned phone call regarding occupancy and inspection Community Partnerships x 2
- Inspected Community Partnerships put them on an annual inspection list
- Returned phone call regarding inspection of Recreation District and reopening, set time and inspected
- Installed new charging station in Engine 2
- Helping library regarding reopening and occupancy questions: measured and inspected, still calculating
- Experimented with masks and ETCO2
- Repaired sprinklers at station and capped some, filled gravel around back of station to stop water from coming in the station
- Participated in online training regarding financial end of COVID x3 FEMA and CARES
- Provided Fire Report
- Replaced flags at station and Library
- Participated in a kids birthday parade
- Command Vehicle broke down on a call, repaired and returned to service
- Transferred NFRS files to State and Feds
- Got sworn in as the Region 3 Director for the Idaho Fire Chiefs Association
- Installed smoke detectors in one home x3 smoke detectors
- Responded to resident regarding inspection of heating systems
- Talked with Rick Welch and canceled MDA Fill the Boot, communicated to MDA that we would reschedule
- Responded to County residents regarding burning x3
- Participated in Valor Health Hospital appreciation (Lights and Sirens)
- Assisting home owner with fire safety plan
- Conducted EOC briefing x4
- Participated in Tactical Covid-19 Conference Call x5

- Assisted a local business with questions regarding a connection to a private storage tank in an adjoining County. Storz 5" to 2.5" threaded. Showed him the piece and assisted where to find.
- Discussed with Corey Ries ISO specifics and set time for evaluation
- Participated in The Covid-19 Cruise.
- Flow Tested 73 hydrants
- Signed up for the CARES Act
- Participated in the Gem Community Health Coalition
- Participated in a proposed trailer park discussion
- Assisted with questions regarding public gatherings in the City Park
- Ordered & Repaired Color Guard Equipment; formed a Color Guard for Graduation Parade, practiced and executed a flag presentation
- Inspected a portion of the RailRoad buildings
- Responded to a resident regarding chickens with smoke inhalation, recommended that they take them to a veterinarian if they chose to
- In process of Reviewing, revising, and writing 52 operational protocols
- Assisted the Senior Center with cleaning the walk-in, preparing food one day
- Detailed the inside of the duty officer vehicle

Plan for next 30 days

- Working on reimbursement of COVID
- ~~Complete the ISRB survey~~
- School Safety Group
- ~~Revise all SOG's and create, mutual aid response, maintenance, personnel response,~~
- Organizing training with PD & GCEMS regarding Medical Responses
- Organize training with all parties for traffic safety program
- Working with other departments to develop a Wildland Strike team/Task Force

Training (See Attached)

This report does NOT contain any data required by ordinance or statute...that is covered in a separate report

Emp, Title	Training/Hours	Date	Location	Cost/Certificate
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# Emp. Trained	Total Training Hours			Total Cost
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City's Strategic Pillars 6-18-2020

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Mission: Emmett Public Library is the heart of the community! Serving as a resource for information, education and recreation, as well as a place to meet, gather and learn.

Library Goals this Budget Year (with percentage of completion to date)

- Embrace a new awareness campaign, by collaborating with other community entities that support the library's mission of 2019-2020, partnerships developed and library usage will increase.
- Library will implement new software for improved patron financial recovery; expand delivery of learning opportunities through in-house & outreach programs. Pending 2019-2020 Budget Funding. 10%
- Library will develop Adult/Senior services supporting the goal of, "A Place For Seniors To Age & Stay" 25%
- Develop grant/gift programs as well as in-kind contributions, providing no less than \$50,000 a year towards budget. **To date: Donations=\$22353.57 + Grants=\$6758.00, In-Kind Donations=\$2,950.00**

-Expenditures requiring authorization from higher and purpose of expenditure-None at this time
-Training last 30 days- last 30 days – Nothing

No less than Top Ten Accomplishments since last report

- 2020 Rotary Grant for Robotics Club completed & pending (Fall).....
- Summer Intern Grant from ICfL- Awarded \$1,000 (Developing Position for Fall 2020)
- Covid Outreach to school lunch program: sponsored by Kiwanis, Rotary & Friends of the library. First 1st book give-out 586, 2nd book give-out 593, 3rd book give-out 837!!!!!!!!!!!!!!
- First Books Grant submitted (Headstart partnership for FY20-21), Final Report for FY 2020 submitted
- Idaho Commission for Libraries CARES Grant completed-approved \$1,000
- 1300 Summer Reading registration packets distributed thru school lunch program 5/22-27/2020
 - June 1, 2020-RE-OPEN LIBRARY, minimal patrons, continue curbside to end of June
 - Library Board Meeting June 4th
 - Library Hours 11am-6pm M thru F, Saturday appointments only, staffing concerns
- Summer Reading started June 1st (curbside in June-outside programming July) 221 registered!
 - Idaho Humanities CARES Grant completed-pending

Next 30 days

Summer Reading weekly Take & Make activities
Small, Rural & Independent Libraries virtual mini conference
Plan Outreach to Gem County Senior Center (July)
LYNX Directors Meeting July 17th

This report does NOT contain any data required by ordinance or statute...that is covered in a separate report.

City's Strategic Pillars

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Police Department Goals this Budget Year (with percentage of completion to date)

- Retain 100% of Patrol Officers and Patrol Sgts. for no less than 3 years. **(37% of Completion)**
- Proactively make residences and businesses along 1/5 of the main arterials in the city at least 80% ordinance compliant each year, in addition to reacting to citizen complaints; new arterials will be targeted each year (2020 4th Street). (20% of completion)
- Update our reserve program with the newest policies and procedures directed by Idaho P.O.S.T. and double the number of officers.
- Updating and implementing a complete standardized protocols and policies manual utilizing current industry practices. This is a partnership with Lexipol that has been recognized in risk management for law enforcement. (33% approval of the updates)

Expenditures requiring authorization from higher and purpose of expenditure

Training Last 30 days

- See attached
- Waiting to receive Officer Roehr Certification from POST.
- ***Preparation of purging of files is caught up to 2013-2014.***
- D.C. Babcock and Chief are working with Jake on getting approval from council of police policies.
- Have met with Mr. Slabaugh and he is working on a quote for remodel as of 2-14-20. Was contacted again in May waiting for phase breakdown of remodel and cost.
- Conversion of 10 rifles to short barrel and suppressor has been completed. All 10 rifles have been approved by ATF. Still need to schedule conversion of 4 more rifles.
- Grant update for E-Citation. ***Hours have been completed for match. Waiting for installment of equipment.***
- Received a demo from Curtis Blue Line on Load Barring vest carriers. Working on policy. Rough draft of policy has been produced. Have received policies from other agencies and are comparing.
- Removal of current graphics and add new graphics to Ford Fusion so it can be used for both city clerk and COP program.
- Scheduled a short law update in May being put on by Gem County Prosecutor. Moved to July.
- Still in contact with special Olympics/Torch Run met online in April. Olympics have been canceled but will still be passing the torch from department to department digitally. Week of the 25th we filmed the passing of the torch from Payette Police to Emmett Police.
- Revamping Vehicle Lease program.
- Planned a law enforcement appreciation movie night. Put on by WEBB'S INC.
- Exploring new procedure when qualifying retired L.E.O. so they can carry legally.
- ***Will be conducting testing, interviews and background checks for reserve positions.***

Plan for next 30 days

- Provide Domestic Violence Community Training in Emmett from R.O.S.E. advocates.
- Review PAL Pound contract / revisit the possibility of increasing pound fees. Renew contract.
- Implementation of new lockdown procedure. SRO will be looking into this.
- Remodeling of PD and evidence room/ look at a simpler plan than we received from architect.
- Clint and I will be discussing how to get better use of the tin building.
- Working with Gem County Sheriff's Office and Gem County Fire-EMS on deciding to purchase the rest of the modules and incorporate it into the original CAD project.
- Will be meeting with Clint to discuss installing signs in the area of North Boise. Have received complaints of people driving dangerously with kids at play.



CITY ORDINANCE May Report

	NEW	RESOLVED	OUTSTANDING
Junk / Abandoned Vehicles	7	4	20
Parking Violations	7	5	4
Prohibited Accumulations	3	2	5
Sidewalk Obstruction	2	1	1
Weeds/Trees	43	15	29
Animals Present / No permit	16	13	14
*Misc. Other	17	14	3
Citizen Complaint	26		
Officer Initiated	70		

*Description of Misc Other -



EMMETT POLICE DEPARTMENT

May Patrol Statistics

	TOTAL
Felony Arrests - Male	4
Felony Arrests - Female	2
Misd. Arrests - Male	22
Misd. Arrests - Female	10
Traffic Stops	342
Infraction Cite	98
Dispatched Calls	479
Officer Initiated	71
Reports	94
Dogs Taken to Pound	11
Ordinance Calls	14

Community Involvement

Assisted with hanging of ribbons and blue lights at city hall for recognition of graduating seniors.

Assisted with traffic control for reverse parades celebrating birthdays.

Attended Valor Health's Salute to Nurses.

Assisted with Heart-n-Home reverse Parade at nursing homes.

Attended Gem Community Health Coalition meeting.

City leaders met with concerned citizens about traffic complaints near Sanders Fruit Ranch.

Participating in traffic control for Senior March.

Met with Lions club and other city officials to discuss the upcoming show and shine/c.

C A S E S U M M A R Y R E P O R T

From 05/01/2020 To 05/31/2020

EMMETT POLICE DEPARTMENT

Date	Time	Initial Remarks
05/01/2020	9:03 am	INFORMATION ON OFFENDER NOT LIVING AT ABOVE ADDRESS
05/01/2020	4:30 pm	CITY ORDINANCE - WEED VIOLATION
05/01/2020	8:35 pm	CITED A 38 YOA MALE FOR NO INSURANCE 2ND
05/02/2020	3:47 am	TOOK A LARGE KNIFE FOR SAFE KEEPING
05/03/2020	8:05 pm	INVESTIGATED AN UNATTENDED DEATH OF A 62 YOM
05/04/2020	8:57 am	INVESTIGATED A CHILD CUSTODY DISPUTE
05/04/2020	9:30 pm	ARRESTED A 29 YOF FOR AN ARREST WARRANT WHILE ON SCENE OF FAMILY DISTURBANCE/ INVESTIGATE BATTERY IN PRESENTS OF A CHILD
05/05/2020	7:06 am	INVESTIGATED A COUNTERFEIT 10.00 DOLLAR BILL
05/05/2020	10:26 am	INVESTIGATED BARKING DOGS/ DISTURBING THE PEACE
05/05/2020	1:19 pm	CITED A 36 YOA MALE FOR DWP.
05/05/2020	8:17 pm	INVESTIGATED A DOMESTIC BATTERY OCCURING BETWEEN HUSBAND WIFE
05/06/2020	2:01 pm	INVESTIGATED REPORT OF STALKING IN THE 2ND DEGREE
05/06/2020	6:19 pm	INVESTIGATED A 40 YOM FOR POSSESSION OF A STOLEN MOTORCYCLE
05/06/2020	6:38 pm	TAGGED A JUNK VEHICLE LOCATED AT 521 E 5TH ST
05/07/2020	2:34 pm	RESPONDED TO A VANDALISM .
05/07/2020	3:25 pm	CITY ORDINANCE - MULTIPLE PEOPLE LIVING IN CAMPERS ON BACK OF PROPERTY
05/08/2020	11:56 am	CITY ORDINANCE - WEED VIOLATION
05/08/2020	1:00 pm	INVESTIGATED CHILD NEGLECT
05/08/2020	2:25 pm	CITY ORDINANCE - POSSIBLY LIVING IN MOTORHOME
05/09/2020	3:30 pm	INVESTAIGATED A NCO VIOLATION
05/10/2020	1:30 pm	TOWED ABANDONED VEHICLE
05/10/2020	3:27 pm	ARRESTED 53 YOM FOR FELONY WARRANT
05/10/2020	5:05 pm	RESPONDED TO A HIT AND RUN CRASH
05/10/2020	9:56 pm	INVESTIGATED A DOMESTIC BATTERY
05/10/2020	11:35 pm	RESPONDED TO A MENTAL HEALTH ISSUE
05/11/2020	12:01 am	PLACED A 56 YOA FEMALE ON A MENTAL HOLD
05/11/2020	1:00 pm	INVESTIGATED THEFT OF NARCOTICS FROM ASSISTED LIVING
05/11/2020	4:38 pm	CITED A 27 YOA MALE FOR DWP.
05/11/2020	6:32 pm	RESPONDED TO A GRAND THEFT CALL.
05/11/2020	11:17 pm	CITED A 30 YOM FOR DWP AND NO PROOF OF INSURANCE 2ND OFFENSE
05/12/2020	12:48 am	INVESTIGATED A DOG ATTACK ON ANOTHER DOG IN CITY PARK
05/12/2020	5:56 pm	RESPONDED TO A FIREARM DISCHARGE AT HOUSE.
05/13/2020	9:22 am	INVESTIGATED SUICIDE, VICTIM 17 YO MALE
05/13/2020	6:49 pm	CITY ORDINANCE - WEED & PROHIBITED ACCUMULATIONS
05/14/2020	5:10 am	ARREST 57 YOA MALE MISD WARRANT
05/14/2020	12:23 pm	CITY ORDINANCE - WEED VIOLATION
05/14/2020	12:25 pm	CITY ORDINANCE - WEED VIOLATION
05/14/2020	12:25 pm	CITY ORDINANCE - WEED VIOLATION
05/14/2020	12:26 pm	CITY ORDINANCE - WEED VIOLATION
05/14/2020	12:34 pm	CITY ORDINANCE - WEED VIOLATION
05/14/2020	12:35 pm	CITY ORDINANCE - WEED VIOLATION
05/14/2020	12:35 pm	CITY ORDINANCE - WEED VIOLATION
05/14/2020	12:36 pm	CITY ORDINANCE - WEED VIOLATION
05/14/2020	12:36 pm	CITY ORDINANCE - WEED VIOLATION
05/14/2020	4:00 pm	CITY ORDINANCE - DOG AT LARGE & LICENSING
05/14/2020	4:35 pm	RESPONDED TO A PROTECTION ORDER CALL.
05/14/2020	7:47 pm	PLACED A 36 YO MALE ON A MENTAL HOLD
05/14/2020	11:34 pm	CITY ORDINANCE - DOG BARKING
05/15/2020	12:43 am	INVESTIGATED A THEFT OF TOOLS
05/15/2020	10:00 am	CITY ORDINANCE - DOG AT LARGE & LICENSING
05/15/2020	1:00 pm	FOUND BICYCLE LEFT AT CITY BALLFIELD FOR A WEEK
05/15/2020	2:00 pm	INVESTIGATED A THEFT OF A TOOL BOX

CASE SUMMARY REPORT

From 05/01/2020 To 05/31/2020

EMMETT POLICE DEPARTMENT

Date	Time	Initial Remarks
05/16/2020	2:23 pm	CITY ORDINANCE - WEED VIOLATION
05/17/2020	9:46 pm	INVESTIGATED A 55 YOA MALE FOR DUI
05/18/2020	1:51 pm	FOUND PURSE AT IPC
05/18/2020	8:01 pm	ARRESTED A 44 YOA MALE FOR A WARRANT
05/19/2020	8:04 am	
05/19/2020	9:10 am	INVESTIGATED A PETIT THEFT
05/19/2020	9:38 am	INVESTIGATED THEFT FROM D&B SUPPLY
05/19/2020	2:26 pm	ARRESTED A 47 YOA MALE FOR MISD WARRANT AND DWP AND ARRESTED A 45 YOA FEMALE FOR A FELONY WARRANT.
05/20/2020	4:41 pm	ARRESTED A 41 YOA MALE FOR POSSESSION OF CONTROLLED SUBSTANCE, POSS OF DRUG PARA, NO PROOF OF INSURANCE 2ND W/IN 5 YEARS.
05/20/2020	9:36 pm	INVESTIGATE SEXUAL BATTERY
05/20/2020	11:58 pm	68 YOM DOMESTICE AGGRIVATED BATTERY ON YOF
05/21/2020	9:39 am	INVESTIGATED A BICYCLE THEFT
05/21/2020	4:10 pm	CITED A 57 YOA MALE FOR POSSESSION OF CONTROLLED SUBSTANCE AND POSSESSION OF DRUG PARAPHERNIALIA.
05/22/2020	11:55 am	FOUND MOUNTAIN BIKE
05/23/2020	3:20 pm	INVESTIGATED A POSSIBLE BATTERY ON A 58 YOA FEMALE
05/24/2020	7:33 am	INVESTIGATED A FRAUDULANT USE OF A CREDIT CARD BY A 31 YOM
05/24/2020	2:06 pm	INVESTIGATED AN ANIMAL CRUELTY COMPLAINT AND TOOK DOG TO PAL
05/24/2020	11:05 pm	ARRESTED A 35 YOA FEMALE FOR DUI, POSSESSION OF CONTROLLED SUBSTANCE/ PARAPHERNALIA
05/25/2020	7:49 pm	ARRESTED A 36 YOA MALE FOR DWP, NO INSURANCE 2ND
05/25/2020	9:10 pm	INVESTIGATED A BATTERY BETWEEN A 33 YOA MALE AND 33 YOA FEMALE
05/25/2020	11:50 pm	TOOK A FEMALE ON MENTAL HOLD
05/26/2020	12:10 am	INVESTIGATED A NO CONTACT ORDER VIOLATION.
05/26/2020	12:58 am	RESPONDED TO A DOG BITE CALL.
05/26/2020	3:23 am	TOWED AN ABANDONED VEHICLE
05/26/2020	3:27 pm	RESPONDED TO A BATTERY CALL
05/26/2020	7:50 pm	TOOK REPORT OF A HIT AND RUN THAT OCCURRED IN ALBERTSONS PARKING LOT
05/26/2020	8:54 pm	UNOCCUPIED VEHICLE ROLLED INTO SB TRAFFIC FROM PARKING LOT
05/27/2020	8:28 am	RESPONDED TO A FOUND LADDER.
05/27/2020	5:34 pm	RESPONDED TO A FRAUD CALL
05/27/2020	10:29 pm	TRAFFIC DWP & NO INSURANCE 2ND OR MORE W/IN 5YRS
05/28/2020	7:54 pm	RESPONDED TO A NON INJURY CRASH IN THE ALBERTSONS PARKING LOT
05/29/2020	12:45 am	INVESTIGATE VEHICLE VS HOUSE WRECK
05/29/2020	11:21 am	CITY ORDINANCE - WEED VIOLATION
05/29/2020	11:21 am	CITY ORDINANCE - WEED VIOLATION
05/29/2020	11:29 am	CITY ORDINANCE - WEED VIOLATION
05/29/2020	11:29 am	CITY ORDINANCE - WEED VIOLATION
05/29/2020	11:43 am	CITY ORDINANCE - WEED VIOLATION
05/29/2020	11:47 am	CITY ORDINANCE - WEED VIOLATION
05/29/2020	11:47 am	CITY ORDINANCE - WEED VIOLATION
05/29/2020	11:49 am	CITY ORDINANCE - WEED VIOLATION
05/29/2020	11:50 am	CITY ORDINANCE - WEED & PROHIBITED ACCUMULATION VIOLATION
05/29/2020	11:52 am	CITY ORDINANCE - WEED VIOLATION
05/29/2020	11:53 am	CITY ORDINANCE - WEED VIOLATION
05/29/2020	11:57 am	CITY ORDINANCE - WEED VIOLATION
05/29/2020	11:59 am	CITY ORDINANCE - WEED VIOLATION
05/29/2020	12:02 pm	CITY ORDINANCE - WEED & TREE VIOLATION
05/29/2020	12:19 pm	CITY ORDINANCE - WEED VIOLATION
05/29/2020	12:19 pm	CITY ORDINANCE - WEED VIOLATION
05/29/2020	12:30 pm	CITY ORDINANCE - PARKING & OBSTRUCTING PUBLIC WAY VIOLATIONS
05/29/2020	12:32 pm	CITY ORDINANCE - JUNK VEHICLE VIOLATION
05/29/2020	12:38 pm	CITY ORDINANCE - PROHIBITED ACCUMULATIONS

CASE SUMMARY REPORT

From 05/01/2020 To 05/31/2020

EMMETT POLICE DEPARTMENT

Date	Time	Initial Remarks
05/29/2020	12:39 pm	CITY ORDINANCE - WEED VIOLATION
05/29/2020	12:39 pm	CITY ORDINANCE - WEED VIOLATION
05/29/2020	12:39 pm	CITY ORDINANCE - WEED VIOLATION
05/29/2020	12:42 pm	CITY ORDINANCE - WEED VIOLATION
05/29/2020	12:57 pm	CITY ORDINANCE - WEED VIOLATION
05/29/2020	1:04 pm	CITY ORDINANCE - WEED VIOLATION
05/29/2020	1:42 pm	CITY ORDINANCE - WEED VIOLATION
05/29/2020	1:43 pm	CITY ORDINANCE - WEED VIOLATION
05/30/2020	6:02 pm	RESPONDED TO A FOUND PROPERTY CALL IN THE 400 BLK OF W 1ST ST
05/30/2020	7:36 pm	ARRESTED A 42 YOM FOR A WARRANT AND OUT OF STATE DWP
05/30/2020	10:16 pm	INVESTIGATED A SUICIDE OF A 36 YOA MALE
05/31/2020	7:21 am	RESPONDED TO A DOMESTIC BATTERY AT E 5TH AND S JOHNS.
05/31/2020	12:32 pm	CITED A MALE FOR INATTENTIVE DRIVING
05/31/2020	4:35 pm	RESPONDED TO A BATTERY BETWEEN 2 MALES

Count: 117

*****END OF REPORT*****

City's Strategic Pillars

6/23/2020

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Public Works Goals

- Implement Airport Pavement, and Master Capital Improvement Plan. **25%**
- Create Cemetery Master Plan. **5% on hold**
- Create Road Improvement Plan to provide for Safe Route planning for pedestrians, bicycles and motor vehicles. **60%**
- Replace all water distribution lines less than 6" in diameter to meet mandatory minimum main line size requirement. **50%**
- Reduce I&I inside sewer collection lines to less than 50% of current rate per Sewer Capital Improvement Plan. **50%**
- Upgrade Wastewater Treatment Plant Influent Screen. **60%**
- Hawthorne lift station upgrade. **50%**

Expenditures requiring authorization / purpose of expenditure

- 05/21/2020 Valley Pump, PW - \$6,669.13

Training last 30 days

- 42 HRS TOTAL FOR 5 EMPLOYEES IN NEPTUNE WEBINAR TRAININGS FOR WATER DEPT – COST \$0.00

Accomplishments since last report

1. Installed valve in water main at 12th and Washington Ave
2. Tied into utility conduit at 4th and 12th on Washington Ave
3. Finished Fiber Conduit for Payette River Orchards Booster Station
4. Cemetery and Parks are ready for season
5. Paved service upgrades in town.
6. Installed fiber conduit down Commercial and paved
7. Installed New Drain at 10th and Washington to Commercial Ave

Plan for next 30 days

1. Install new HVAC system at City Hall
2. Working on drainage issues at Boise Ave
3. ITEM TO NOTE: ITD Washington Ave Rehab project is underway. Flyer is available on City Website under Road Construction tab. ITD opted to add fiber conduit to project and will delay the completion time by 25 days (July 6th, 2020)
4. Construction at Payette River Orchards is set to start. Pre-Construction meeting has been attended.
5. Starting fiber conduit sub and 12th headed to Payette river orchards sub
6. Extend Fiber Conduit to Wastewater Treatment Plant
7. Cleaning aeration basin and clarifier
8. Upgrade of Bray Valves at Wastewater treatment plant underway
9. Assessing Golf Course property asset
10. Finalizing LHTAC - 14393 S. Johns Ave. 4th to 12th St final plan design & budget for construction.
11. Continue with 12" water transmission mainlines along with new 8" water mainline replacement with new 1" water service down S Johns Avenue from 1st Street going south.
12. Sewer manhole - grout and/or replacement for those leaking water
13. Repair bad water valves and water valve boxes
14. Water valve exercising for all water distribution valves.

This report does NOT contain any data required by ordinance or statute...that is covered in a separate report